

~~TOP SECRET~~
Security Information

NA

DIARY
Special Asst. (Admin.) to DD/I

Tuesday, 14 April 1953

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1. Attended the opening session of the Records Management Training Program at which [REDACTED] President, National Records Management Council, discussed records management in industry. Hereafter, training sessions will be held for 1½ hours each Monday and Friday mornings, through 11 May. In addition to the Area Records Officers who have been nominated by the Intelligence Offices, other personnel dealing with records problems and Administrative Officers are in attendance from the DD/I Offices.

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2. Discussed with [REDACTED] the individuals to be assigned by DD/A to service the DD/I area. Three individuals will be assigned at the present time and others may be made available if the need arises and qualified personnel are available.

3. Concurred for DD/I in the draft issuances to be made in connection with Emergency Planning. These issuances were concurred in by representatives of the DD/I Offices in a recent meeting held with [REDACTED]

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4. Concurred in the draft regulations on personnel policy and on the obligation expenditure of UV funds after securing comments from the Intelligence Offices.

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5. Discussed with [REDACTED] O/SI, the pending Supergrade actions on [REDACTED] and requested, in connection with the former, a strong justification to be submitted with the reclassification from GS-16 to GS-17 to the Supergrade Review Board. I advised that no further action be taken at this time in connection with the action on [REDACTED] which was not recommended by the Supergrade Review Board because of the proposed conversion of the three PL 110 jobs (GS-18) to three supergrade positions (2 GS-18s and 1 GS-17). Although it was apparently [REDACTED] understanding with [REDACTED] that the conversion would be to three GS-18s, I advised [REDACTED] that I thought it would be most difficult to secure approval of the Deputy AD at grade GS-18. In any event, I did not feel it timely to take further action now in line with the recent actions on [REDACTED] and the pending action on [REDACTED]

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